

TERMS OF REFERENCE

Community Sustainability Committee

1. Purpose

- a. Parkland County's Long Term Strategic Plan 2040 and Beyond identifies Complete Communities and Respected Environment as Strategic Priority Areas. The purpose of this Committee is to consider matters relating to Complete Communities and Respected Environment, their alignment with the Strategic Goals set out in the Strategic Plan, and advise Council of its recommendations.
- b. The Complete Communities Guiding Principles and Broad Objectives are:
 - i. To offer a range of lifestyle choices, community services, and other amenities to meet community needs *through*;
 1. Completing and implementing statutory plans and other large-scale plans
 2. Finalizing and Implementing a long term investment strategy in Hamlets;
 3. Ensuring a high level of community safety through the provision of trusted programs and services;
 - ii. To be a region of connected communities, through infrastructure, transit, recreation facilities, trails, and technology *through*;
 1. Finalizing a 25 year investment plan in infrastructure, facilities, services, and programs;
 2. Providing access to programs and services and supporting community and cultural development;
 3. Investing in, owning, and maintaining infrastructure that supports access to technology, improving quality of life and business viability
- c. The Respected Environment related Guiding Principles are:
 - i. To be a regional leader in setting and achieving high standards of environmental sustainability in both our own practices, and by encouraging and enabling the practices of our partners *through*;
 1. Ensuring the completion of watershed plans and developing practical, reasonable implementation schedules;
 2. Leading the region in the protection of agricultural and land policies that support success for producers;

3. Intervening and acting responsibly to protect Parkland's eco-system against potential threats, when necessary
- ii. To responsibly manage growth to protect our region's biodiversity and the natural environment, while supporting a balance of land uses and strategic development *through*:
 1. Transparency and engagement with the community on land use plans;
 2. Balancing the need for managing natural resource extraction while preserving the landscape ecology;
 3. Ensuring effective management planning for county-owned lands.

2. Function

- a. The Committee will consider matters referred to it by:
 - i. Council;
 - ii. Administration;
 - iii. Residents; and
 - iv. The Committee.
- b. The Committee will make recommendations to Council Committee of the Whole that help achieve Council's annual strategic priorities for the Committee. The annual strategic priorities will be determined at Council's annual strategic planning session. The Committee will provide advice to Administration regarding plans and concepts referred to it. The Committee may recommend changes to the Terms of Reference.
- c. The Committee will report through the Council Committee of the Whole 2 to 3 times per year.

3. Limitations

- a. The Committee does not have the power to:
 - i. Enter into agreements;
 - ii. Spend money;
 - iii. Direct county employees; or
 - iv. Bind or obligate the County in any other manner.
- d. The Committee has an advisory role with no decision making authority.

4. Membership

- a. The Committee may have up to 9 members, up to 3 of which may be Councillors.
- b. Councillors will be appointed annually at the Council Organizational Meeting.

- c. Other Members will be appointed by resolution of Council for a term not to exceed 4 years.
- d. Council will encourage applications from individuals with a diversity of experience and backgrounds. Individuals with experience or familiarity in areas including, but not necessarily limited to, youth and/or seniors organizations, the arts, environmental organizations, industry/business, earth sciences, agriculture or recreation will be encourage to apply.
- e. Members are not required to be a resident of Parkland County.
- f. Council may at its discretion, by resolution, revoke the appointment of any Member.
- g. Council may by resolution fill any vacancy that may arise during a term.
- h. Members will be required to read and adhere to the Code of Conduct, Workplace harassment and Health & Safety policies of Parkland County while acting as members of the Committee.

5. Meetings

- a. Meetings will be open to the public and conducted in accordance with the Parkland County Meeting Procedure Bylaw 2015-06, except for as may be varied by this Terms of Reference.
- b. The Committee shall hold meetings 6 times per year, or as otherwise called by the Chairperson.
- c. At the first meeting in each calendar year the Committee will elect a Chairperson and Vice Chairperson from among the public members.
- d. A majority of the appointed Members will be quorum.
- e. The majority vote of those Members present at a meeting shall constitute a decision of the Committee.
- f. The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Committee.